LUSI Course Handbook

LUSI – VLE Interaction User Guide

Table of Contents

1 VLE ACCESS AND SECURITY 3

1.1 Staff CMod 3

1.2 Staff CMod GTA (new form) 5

2 CREATING / EDITING A SINGLE VLE SPACE FOR A MODULE IN LUSI 6

2.1 VLE Space CMod 6

3 CREATING A SHARED VLE SPACE IN LUSI 7

3.1 New VLE Shared Space Wizard 7

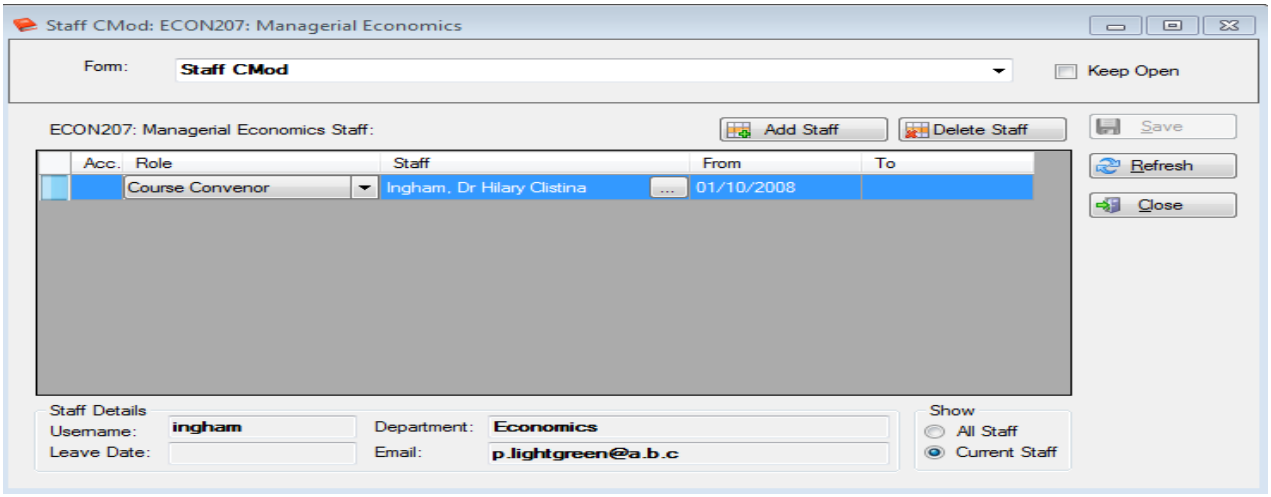
4 EDITING A SHARED VLE SPACE IN LUSI 9

5 LINKING LUSI COURSEWORK WITH THE VLE 10

1 VLE ACCESS AND SECURITY

1.1 Staff CMod

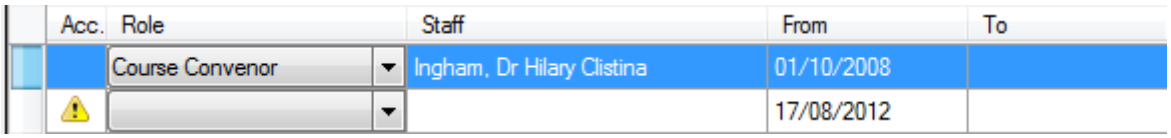
This screen is for adding staff roles against a module. Anybody named on this screen will have access to the VLE space irrelevant of the information stored in the VLE Access CMod screen. This screen **should not** be used to grant access to individual staff members if their group already has access.



To add a new staff record:

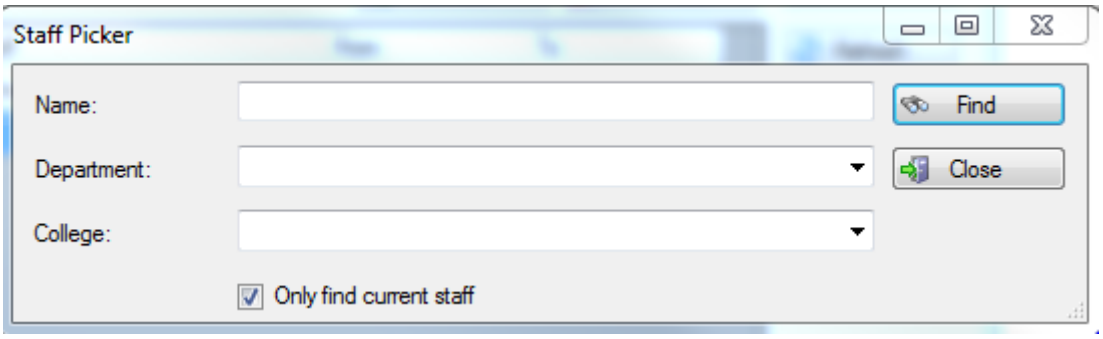
- Click the

button, a new line will appear in the grid:

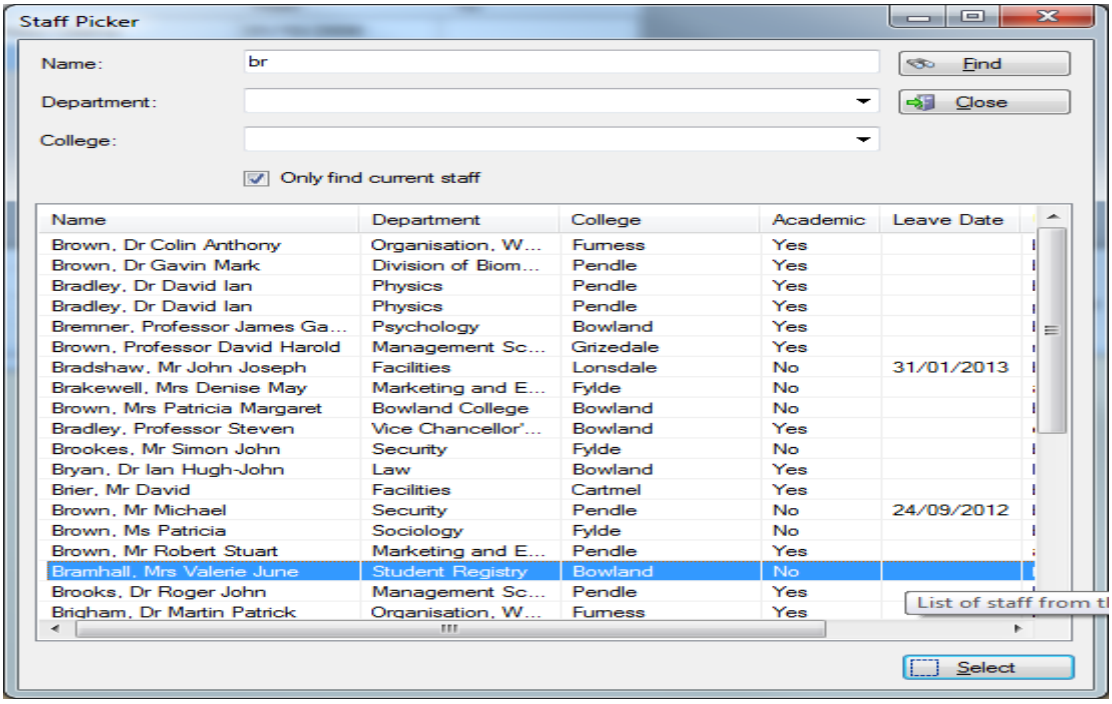


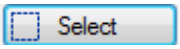
- Select the 'Role' by clicking the to open the pick list, select the appropriate role from the picklist
- Click the

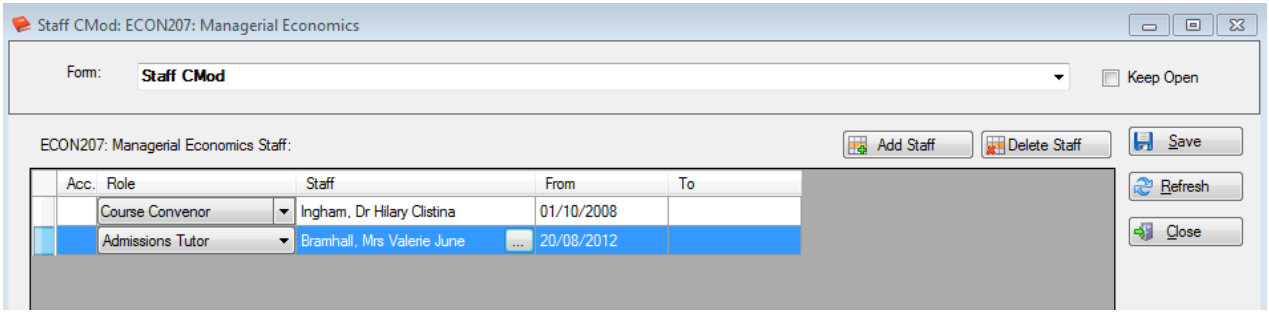
button in the staff cell to open the staff picker

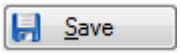
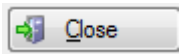


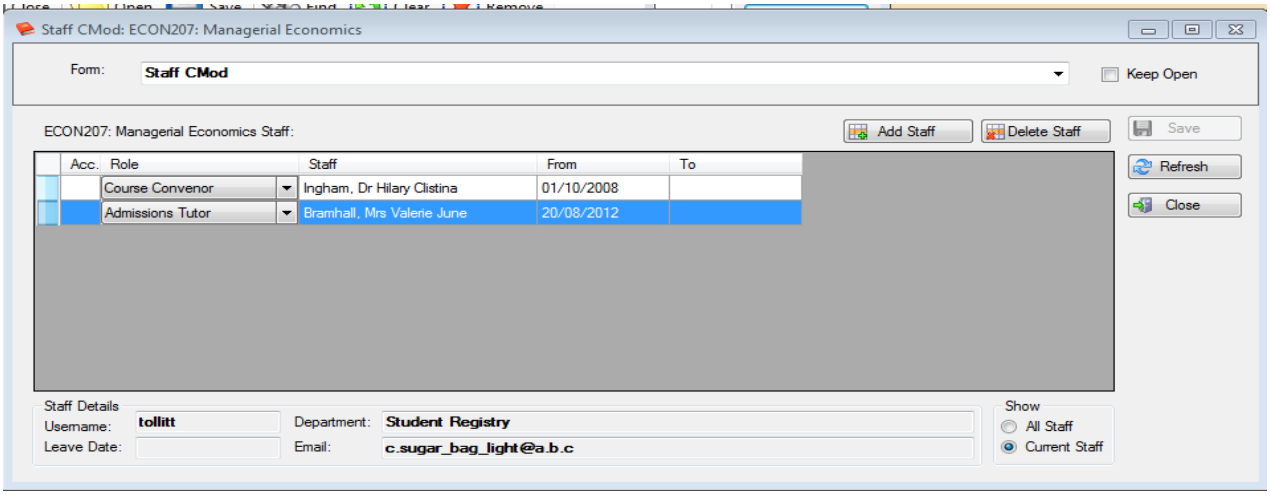
- Type the surname of the member of staff into the Name box and click 'Find'
- Any matches will appear in the grid below the staff picker



- Click onto the correct name in the grid and then click the  button
- The staff picker will close and the selected staff memenber will appear in the grid

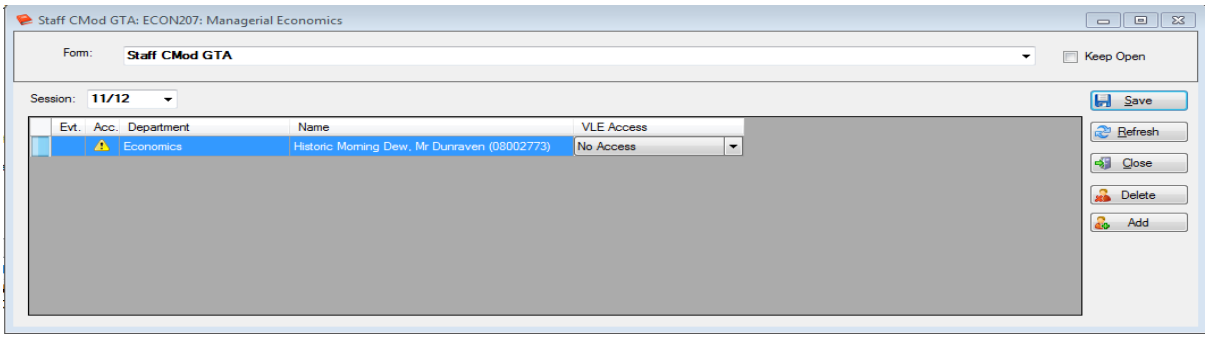


- Click 
- Click 
- Click onto a staff name within the grid to view their details in the bottom section of the form

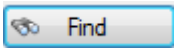


1.2 Staff CMod GTA (new form)

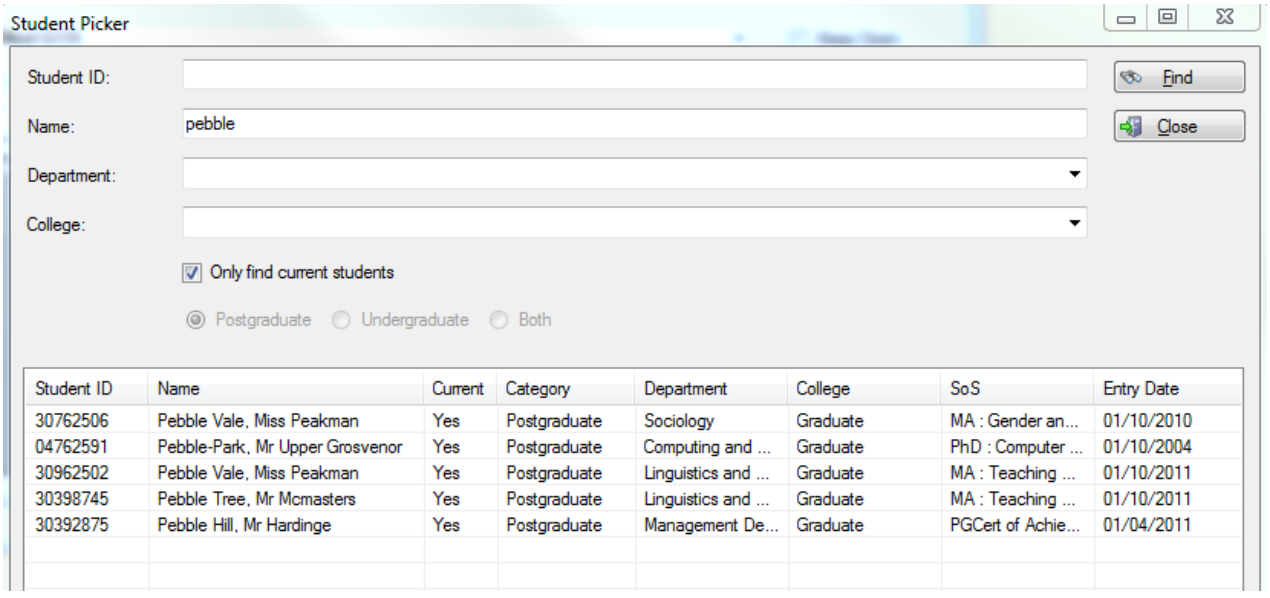
This screen is session based and when opened should default to the current session. If the session is changed the appropriate data for the chosen session should be displayed. If the save button is enabled the option to save the current changes should be given before the data for the new chosen session is displayed.

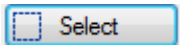


- Click

tol launch the Student Picker screen.
- Enter either a student id into the 'Student ID' box or a name (or part of a name) into the surname box.
- If you want you can also select a department or college (these 2 options are mutually exclusive so if one is chosen the other is cleared).
- The option to limit the GTA selection by Current students and Postgraduate, Undergraduate or Both should be available.
- Click 

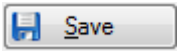
to reveal any matches

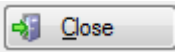


- Click onto the correct name in the grid and then click the 

button

- The student picker will close and the selected student will appear in the grid
- Select the apprpriate VLE access option from the picklist:

- Click 

- Click 

- To remove a record from this form click the

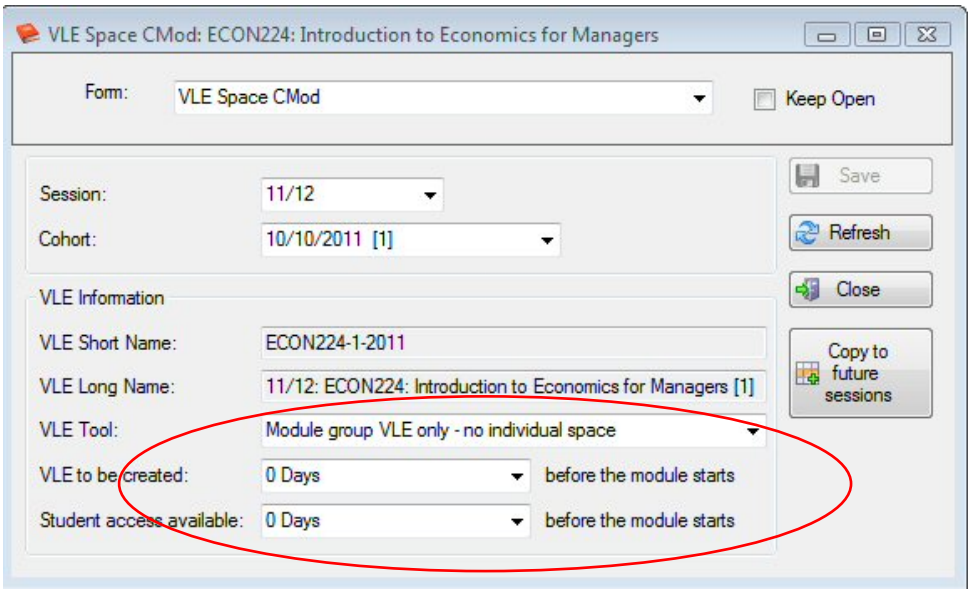
button and then the

button.

2 CREATING / EDITING A SINGLE VLE SPACE FOR A MODULE IN LUSI

2.1 VLE Space CMod

The new form VLE Space CMod is accessed in the same way all other module screens are in LUSI. The screen is session and cohort based and is displayed below.



The screen when opened will default to the current session and the earliest cohort date (on most UG courses there will only be one).

The first thing to note is that the VLE short and VLE long names are pre-defined and cannot be edited.
The short name is constructed

<module mnemonic> - <cohort number> - <full academic year description>

And the long name is constructed

<academic session> <module mnemonic> <module title> <cohort number>

The VLE tool has three options

1. **Module group VLE only - no individual space**

This means a single moodle space will not be created for the module but the module can be part of a shared Moodle space

2. **Moodle**
   A single Moodle space will be created
3. **Sakai**
   A single Sakai space will be created (this option is only available if a request is made to the Student Registry and standard handbook users will not be able to save this option)

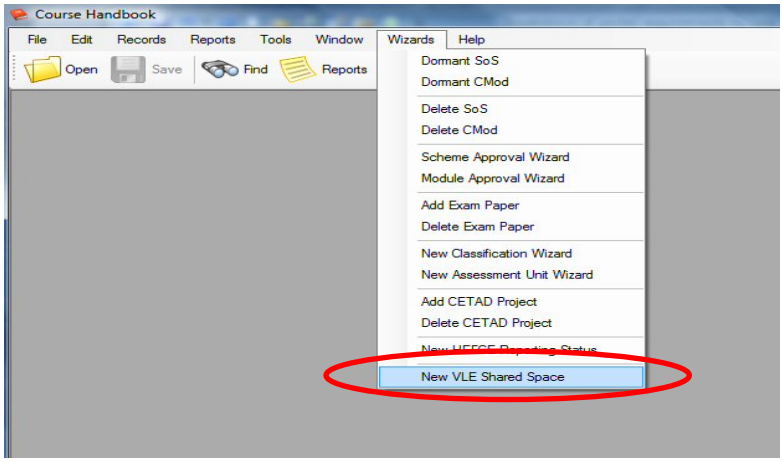
VLE to be created is the time before the cohort start date that the learning space is to be created.

Student access available is the time from which students can access the learning space before the module starts.

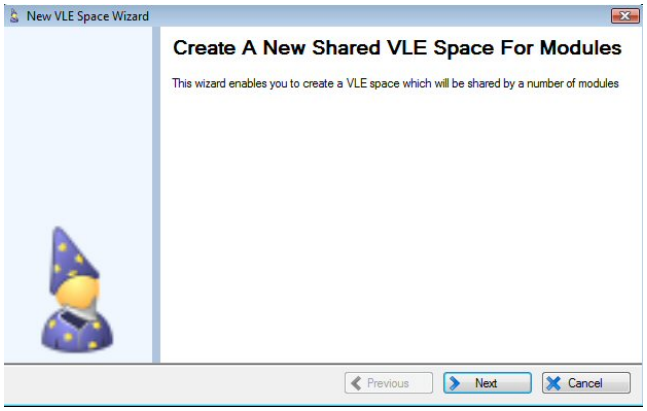
3 CREATING A SHARED VLE SPACE IN LUSI

3.1 New VLE Shared Space Wizard

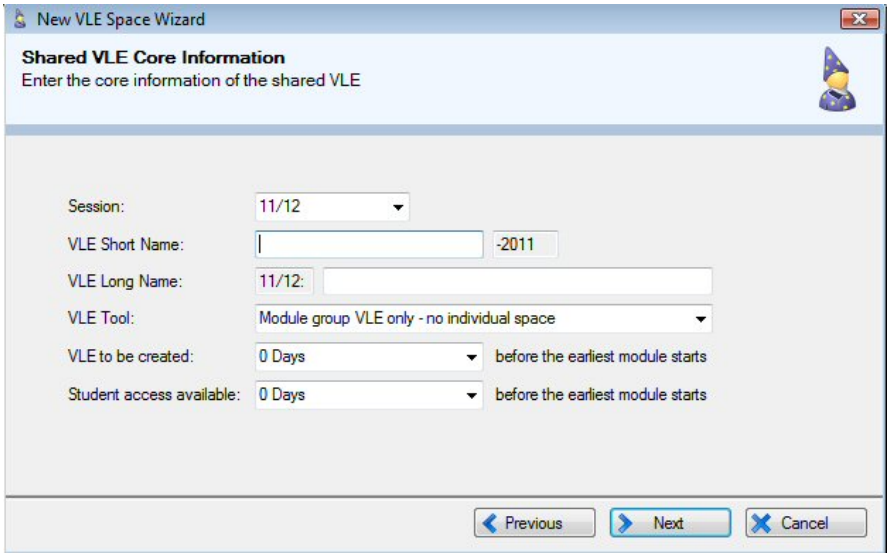
Choose the option from the “Wizards” menu



The wizard will then load


New VLE Space Wizard
Create A New Shared VLE Space For Modules
This wizard enables you to create a VLE space which will be shared by a number of modules
Previous
Next
Cancel

Click Next and the core information screen will be displayed



The VLE short name has to be unique and is suffixed with the chosen session's year description. The VLE long name has to be unique and is prefixed with the session.

The VLE tool has three options

1. **Module group VLE only - no individual space**
   This means a single moodle space will not be created for the module but the module can be part of a shared Moodle space
2. **Moodle**
   A single Moodle space will be created
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   A single Sakai space will be created (this option is only available if a request is made to the Student Registry and standard handbook users will not be able to save this option)

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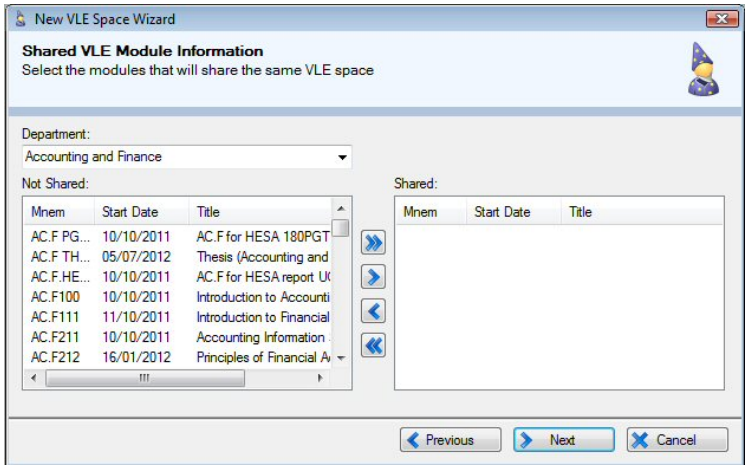
Student access available is the time from which students can access the learning space before the module starts.

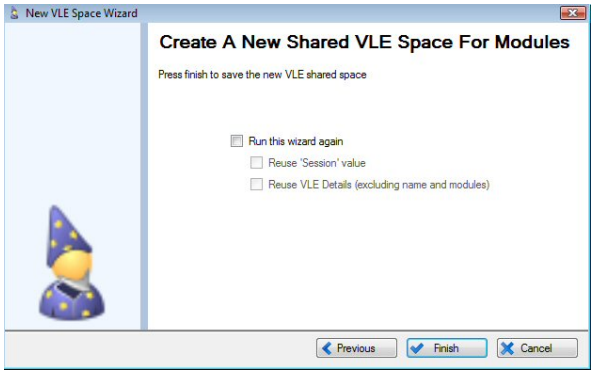
Click <Next>



Use the department combo box to find modules administered by the department chosen.

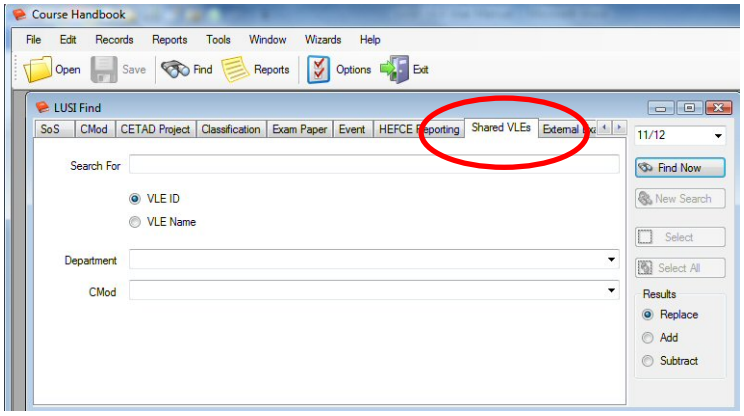
To add modules that will share the VLE space highlight the module cohort in the “Not Shared” box and move them into the “Shared” box using the arrows.

Click <Next> and then <Finish> to create the Shared VLE Space

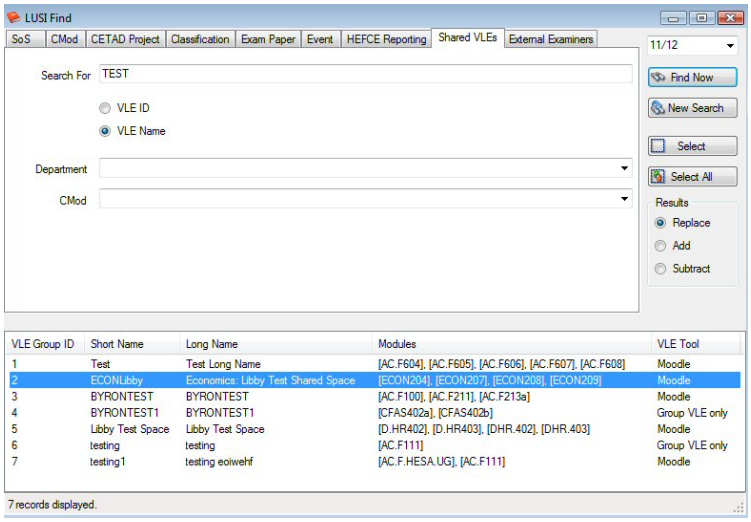

New VLE Space Wizard
Create A New Shared VLE Space For Modules
Press finish to save the new VLE shared space
Run this wizard again
Reuse 'Session' value
Reuse VLE Details (excluding name and modules)
Previous
Finish
Cancel

4 EDITING A SHARED VLE SPACE IN LUSI

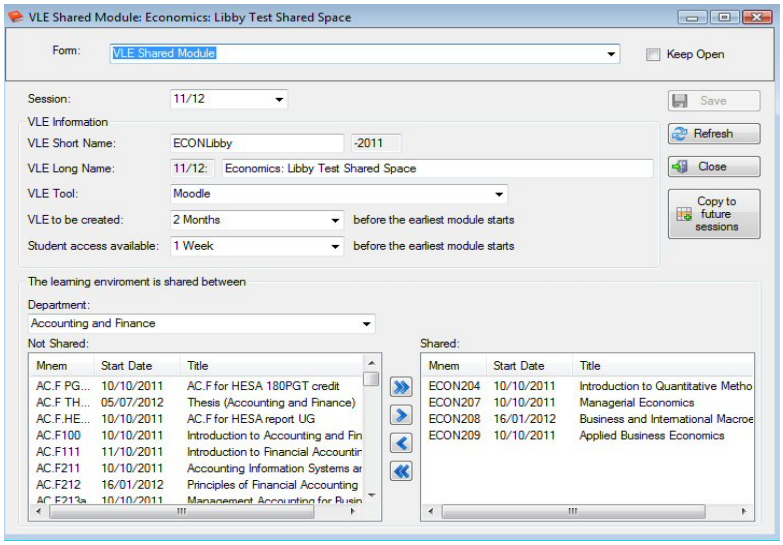
On the Find Screen click the “Shared VLE’s” tab



Search for the Shared VLE Space by VLE Name, VLE ID, or by department and / module


LUSI Find
SoS CMod CETAD Project Classification Exam Paper Event HEFCE Reporting Shared VLEs External Examiners
Search For TEST
VLE ID
VLE Name
Department
CMod
11/12
Find Now
New Search
Select
Select All
Results
Replace
Add
Subtract
VLE Group ID Short Name Long Name Modules VLE Tool
1 Test Test Long Name [AC.F604], [AC.F605], [AC.F606], [AC.F607], [AC.F608] Moodle
2 ECONLibby Economics: Libby Test Shared Space [ECON204], [ECON207], [ECON208], [ECON209] Moodle
3 BYRONTEST BYRONTEST [AC.F100], [AC.F211], [AC.F213a] Moodle
4 BYRONTEST1 BYRONTEST1 [CFAS402a], [CFAS402b] Group VLE only
5 Libby Test Space Libby Test Space [D.HR402], [D.HR403], [DHR.402], [DHR.403] Moodle
6 testing testing [AC.F111] Group VLE only
7 testing1 testing eoiwehf [AC.F.HESA.UG], [AC.F111] Moodle
7 records displayed.

The Shared VLE Space information will now be displayed for editing



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VLE to be created is the time before the cohort start date that the learning space is to be created.

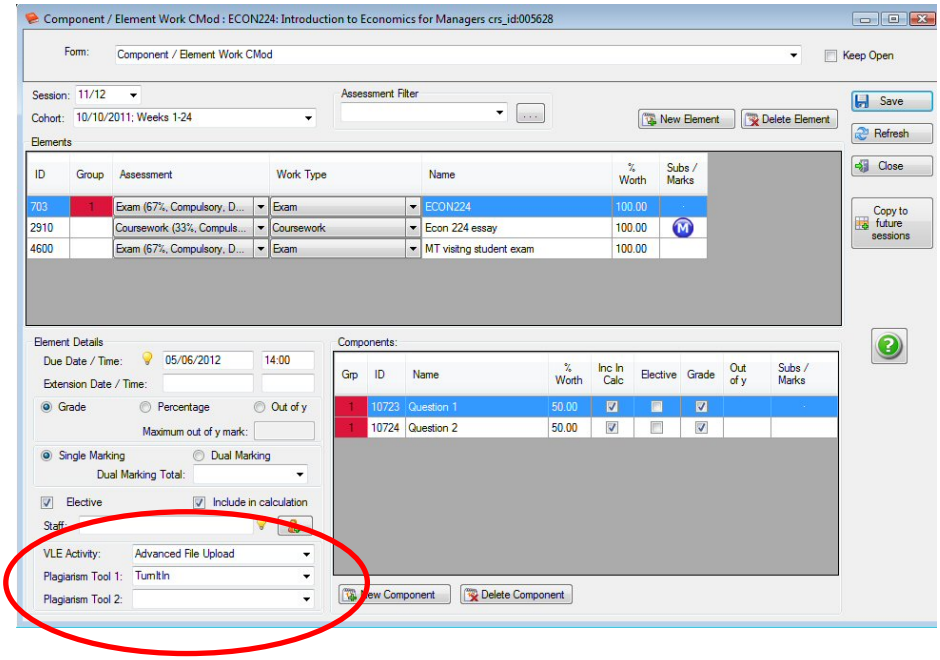
Student access available is the time from which students can access the learning space before the module starts.

Use the department combo box to find modules administered by the department chosen.

To add / remove modules from the shared VLE space highlight the modules and move them between the "Not Shared" and "Shared" boxes using the arrows.

5 LINKING LUSI COURSEWORK WITH THE VLE

To link coursework between LUSI and the VLE find the module and open the Component / Element Work CMod screen.



Choose the LUSI element work to link to the VLE and enter the VLE Activity

- Advanced File Upload
  This option will link the element of work in LUSI to the VLE
- Offline Activity
  This option will not link the element work in LUSI to the VLE